

## Job Aid:

### Basic COMMBUYS Navigation for Sellers

#### This job aid shows sellers how to:

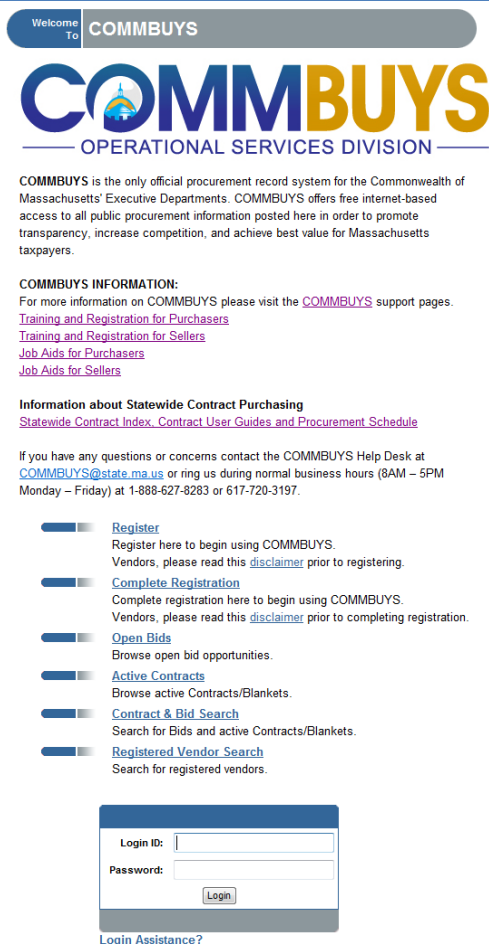
- Navigate within the COMMBUYS environment.
- Use various icons within the system.

#### Of special note:

- This job aid provides describes basic COMMBUYS navigation and explains key icons and fields to support seller use of the system.
- This document does not explain specific COMMBUYS functions that are covered in other job aids.
- A Navigation bar and Header bar appear on every screen.
- A set of tabs referred to as the Control Center appears on many screens.
- Click tabs or buttons or hyperlinks to invoke functionality or open documents.
- Click a menu icon to open a menu page.
- Use the Exit button to leave a document or menu page and return to a previous page.
- Use the Home button to return immediately to your initial landing page.

#### Screenshot

#### Directions



Welcome To **COMMBUYS**

**COMMBUYS**  
— OPERATIONAL SERVICES DIVISION —

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

**COMMBUYS INFORMATION:**  
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.  
[Training and Registration for Purchasers](#)  
[Training and Registration for Sellers](#)  
[Job Aids for Purchasers](#)  
[Job Aids for Sellers](#)

**Information about Statewide Contract Purchasing**  
[Statewide Contract Index](#), [Contract User Guides](#) and [Procurement Schedule](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)  
Register here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#)  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)  
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)  
Search for registered vendors.

Login ID:   
 Password:

[Login Assistance?](#)

1. Launch the COMMBUYS website by entering into the browser the URL <http://www.commbuys.com>.

Enter your login credentials and click on the **Login** button.

## Job Aid:

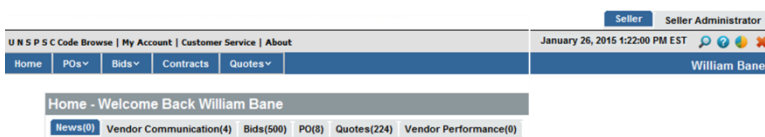
### Basic COMMBUYS Navigation for Sellers

#### Screenshot

#### Directions

2. The home page displays the Header bar, the Navigation bar and the Control Center.

- The top grey bar is the Header bar. It appears on every screen.
- The blue Navigation bar is just below the header bar. It also appears on every screen.
- Below the grey Welcome message line is a set of tabs called the Control Center. The Control Center does not appear on every screen.



3. On the left side of the Header bar one can see:

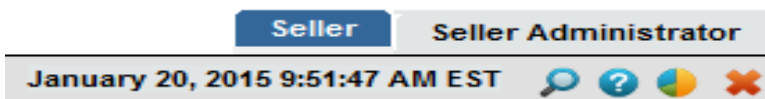
- A **UNSPSC Code Browse** link that allows a user to search and peruse UNSPSC codes.
- A **My Account** link that allows a user to view or edit user account information.
- A **Customer Service** link that allows the user to send an email to the COMMBUYS Helpdesk and report an issue.
- An **About** link that displays COMMBUYS version information.

Click on a link to access the function.

4. On the right side of the Header bar one may see tabs for selecting an available role.

- The role determines what documents and menus are available to a user.
- Roles are made available to users through security settings that are set by the company's Seller Administrator.
- Available roles include: Seller and Seller Administrator. A user could be assigned one or both roles.
- A user having just one role doesn't see these tabs.
- It is common to have access to just one role.

Click on a tab to make that role active.



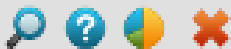
## Job Aid:

### Basic COMMBUYS Navigation for Sellers

#### Screenshot

#### Directions

January 26, 2015 1:25:50 PM EST



5. Also on the right side of the Header bar one can see the:

- COMMBUYS time that is used as the official time for all COMMBUYS actions and documents.
- **Advanced Search** icon (magnifying glass)
- **Help** icon (?)
- **Administrative Reports** icon (pie chart)
- **Logout** icon (X)

Click on an icon to access the function.

#### Advanced Search

Search for:	Module: Purchasing Module	Document Type: Purchase Orders
Search Using:	ALL of the criteria	
	Find It Clear	
Search Fields:	PO #	<input type="text"/>
	PO Date(MM/DD/YYYY)	<input type="text"/>
	Organization	<input type="text"/>
	U N S P S C Segment-Family	<input type="text"/>
	U N S P S C Class	<input type="text"/>
	Commodity-EPP	<input type="text"/>

6. Use the **Advanced Search** icon (magnifying glass), located on the right side of the grey header bar to open the Advanced Search screen.

For detailed information on using the Advanced Search screen, please read the 'How to Search In COMMBUYS' Seller job aid.

7. Use the **Help** icon (?) to display the COMMBUYS help manual.

The manual opens in a separate web browser window or tab.

Seller & Seller Administrator User Manual

## Job Aid:

### Basic COMMBUYS Navigation for Sellers

8. Below the grey Header bar is the blue Navigation bar. The Navigation bar menus can be used to display lists of documents.

On the left side of the Navigation bar one can see:

- The **Home** button that returns a user to the home page.
- The **POs** button that displays a list of available Purchase Orders.
- The **Bids** button that displays a list of bid types.
- The **Contracts** button that displays lists of Master Blanket Purchase orders.
- The **Quotes** button that displays a list of quote types.

Click on a button to view the choices for that document type.

9. The **Control center** is the grey bar below the "Welcome" message. It is composed of a series of tabs. A user's role determines the first set of tabs that are displayed. Subsequent tabs depend on what function or document type has been selected.

- This screenshot shows a sample control center for a seller.
- The number in parentheses indicates the number of documents available within that tab.
- This sample seller has received 503 bids, 8 purchase orders, and has worked on 224 quotes.

Click on a tab to access the function.



## Job Aid:

### Basic COMMBUYS Navigation for Sellers

8. Below the grey Header bar is the blue Navigation bar. The Navigation bar menus can be used to display lists of documents.

On the left side of the Navigation bar one can see:

- The **Home** button that returns a user to the home page.
- The **POs** button that displays a list of available Purchase Orders.
- The **Bids** button that displays a list of bid types.
- The **Contracts** button that displays lists of Master Blanket Purchase orders.
- The **Quotes** button that displays a list of quote types.

Click on a button to view the choices for that document type.

10. This screenshot shows the **Vendor Communication** tab.

At any time the user can click on another tab to access it.

Home	POs▼	Bids▼	Contracts	Quotes▼
------	------	-------	-----------	---------

#### Home - Welcome Back William Bane

News(0) Vendor Communication(4) Bids(503) PO(8) Quotes(224) Vendor Performance(0)

Notification ID	Type	Organization	Buyer
8	Revision Email	Organization XYZ	pro cure05
7	Revision Email	Organization XYZ	pro cure03
6	Revision Email	Organization XYZ	pro cure09
5	Revision Email	Organization XYZ	Kimberly McPhail

## Job Aid:

### Basic COMMBUYS Navigation for Sellers

8. Below the grey Header bar is the blue Navigation bar. The Navigation bar menus can be used to display lists of documents.

On the left side of the Navigation bar one can see:

- The **Home** button that returns a user to the home page.
- The **POs** button that displays a list of available Purchase Orders.
- The **Bids** button that displays a list of bid types.
- The **Contracts** button that displays lists of Master Blanket Purchase orders.
- The **Quotes** button that displays a list of quote types.

Click on a button to view the choices for that document type.

11. This screenshot displays a sample **Bids** tab. Note the blue hyperlinks in the Quote# and Bid# columns.

- Many lists include blue hyperlinks.
- Clicking a hyperlink opens the document.

Home	POs▼	Bids▼	Contracts	Quotes▼
------	------	-------	-----------	---------

News(0) Vendor Communication(4) **Bids(503)** PO(8) Quotes(224) Vendor Performance(0)

#### Request for Revision

Quote #	Organization	Bid #
<a href="#">00000179-R1</a>	Organization XYZ	<a href="#">00000029</a>
<a href="#">00000181-R1</a>	Organization XYZ	<a href="#">00000028</a>
<a href="#">00000191-R1</a>	Organization XYZ	<a href="#">00000023</a>
<a href="#">00000193-R1</a>	Organization XYZ	<a href="#">00000022</a>

## Job Aid:

### Basic COMMBUYS Navigation for Sellers

8. Below the grey Header bar is the blue Navigation bar. The Navigation bar menus can be used to display lists of documents.

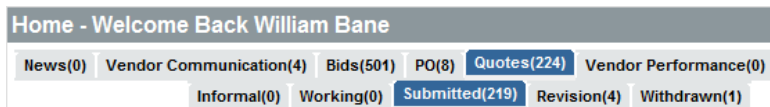
On the left side of the Navigation bar one can see:

- The **Home** button that returns a user to the home page.
- The **POs** button that displays a list of available Purchase Orders.
- The **Bids** button that displays a list of bid types.
- The **Contracts** button that displays lists of Master Blanket Purchase orders.
- The **Quotes** button that displays a list of quote types.

Click on a button to view the choices for that document type.

12. This screenshot displays a sample **Quotes** tab. Some tabs contain associated sub tabs that contain documents of a particular status.

- This screenshot shows a seller has worked on 224 quotes. Of these, 219 have been Submitted, four are under Revision, and one was Withdrawn.
- Information within sub tabs always relates to the parent tab.
- At any time the user can click on another sub tab or tab to access it.



## Job Aid:

### Basic COMMBUYS Navigation for Sellers

8. Below the grey Header bar is the blue Navigation bar. The Navigation bar menus can be used to display lists of documents.

On the left side of the Navigation bar one can see:

- The **Home** button that returns a user to the home page.
- The **POs** button that displays a list of available Purchase Orders.
- The **Bids** button that displays a list of bid types.
- The **Contracts** button that displays lists of Master Blanket Purchase orders.
- The **Quotes** button that displays a list of quote types.

Click on a button to view the choices for that document type.

13. Many documents include the following four navigation buttons:

- The **Save & Exit** button saves the work and exits to the previous screen.
- The **Save & Continue** button saves the work and remains on the current screen.
- The **Reset** button clears unsaved work from the fields on the current screen. Note: It does not clear saved work.
- The **Cancel & Exit** button exits to the previous screen without saving work.





## Job Aid:

### Basic COMMBUYS Navigation for Sellers

8. Below the grey Header bar is the blue Navigation bar. The Navigation bar menus can be used to display lists of documents.

On the left side of the Navigation bar one can see:

- The **Home** button that returns a user to the home page.
- The **POs** button that displays a list of available Purchase Orders.
- The **Bids** button that displays a list of bid types.
- The **Contracts** button that displays lists of Master Blanket Purchase orders.
- The **Quotes** button that displays a list of quote types.

Click on a button to view the choices for that document type.

14. Users will occasionally see messages that could impact their navigation. Such messages would appear below the navigation bar.

- Red messages indicate a condition that must be addressed before the document can be saved or submitted.
- Red messages could also appear after a user attempts to save work and the system encounters an error.
- Yellow messages indicate warnings that do not prevent additional work or navigation.

Home	POs▼	Bids▼	Contracts	Quotes▼
------	------	-------	-----------	---------

Home	POs▼	Bids▼	Contracts
Quote Validation Errors			
<ul style="list-style-type: none"> <li>• Terms &amp; Conditions is not acknowledged.</li> </ul>			
Quote Validation Warnings			
<ul style="list-style-type: none"> <li>• Your quote has not been submitted.</li> </ul>			